

Message Text

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INFO OCT-01 ISO-00 OIC-02 CIAE-00 INR-07 NSAE-00
ACDA-07 L-03 PM-04 SP-02 SS-15 TRSE-00 /053 W
-----092208Z 102225 /14
P 092129Z MAY 77
FM AMEMBASSY OTTAWA
TO SECSTATE WASHDC PRIORITY 3397
USMISSION NATO
INFO DOD WASHDC

C O N F I D E N T I A L SECTION 01 OF 02 OTTAWA 03645

DOD/ISA FOR COLONEL PARMENTIER

E.O. 11652: GD
TAGS: OCON, OVIP, CA
SUBJECT: NPG MEETING, ADMINISTRATIVE COST ESTIMATES

REF: PLANNING MEMORANDUM, APRIL 1977

1. ADMINISTRATIVE COST ESTIMATES, AS REQUESTED REFERENCED MEMORANDUM, FOLLOW BELOW. IN PROVIDING ESTIMATES DODC SHOULD BE AWARE OF SPECIAL CIRCUMSTANCES REGARDING CONFERENCE SITE AND HOTEL. HOTEL IS CHATEAU LAURIER, LOCATED IMMEDIATELY ACROSS STREET FROM CONFERENCE CENTER, AND CONNECTED TO IT VIA UNDERGROUND PASSAGE. ACTUAL VEHICLE REQUIREMENTS DURING CONFERENCE, GIVEN PROXIMITY OF HOTEL TO SITE AND EVENTS ON PROGRAM SCHEDULED FOR EITHER SITE OR HOTEL, MAY BE LESS THAN THOSE REQUESTED IN REF MEMO. ADVANCE PARTY WILL BE ABLE ASSESS REQUIREMENTS ON ARRIVAL.

2. ROOM COSTS ARE DOLS 34 SINGLE, DOLS 42 DOUBLE, DOLS 150 SUITES AND DOLS 250 SUITE FOR SECDEF.

3. ADMINISTRATIVE SUPPORT COSTS REQUESTED REF MEMO ARE:
(ALL COSTS IN CANADIAN DOLLARS. PRESENT EXCHANGE RATE IS
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US 1.00 EQUALS CANADIAN 1.0415)

TRANSPORTATION --

VEHICLES - 8 SEDANS WITH DRIVERS, 3 DAYS DOLS 6336
-----2 SEDANS WITH DRIVERS, 13 DAYS DOLS 6864
----- (FOR ADVANCE PARTY)

----- 4 VANS (FOR ARRIVAL, DEPARTURE,
-----AND CLASS. MATERIALS TRANSFER) DOLS 150
-----2 SEDANS FOR DOD SECURITY DETAIL DOLS 150
VEHICLE COST (INCL. DRIVER COSTS) TOTAL DOLS 13,500
----NOTE: SEDANS WITH DRIVERS COST DOLS 11 PER HOUR.
----EMBASSY MOTOR POOL NOT REPEAT NOT EQUIPPED TO PROVIDE
----VANS OR SEDANS. ACCORDINGLY THESE ARE LISTED IN
----ADDITION TO REQUIREMENTS REQUESTED IN REFERENCED
----MEMORANDUM. WHERE EMBASSY PERSONNEL REQUIRED TO
----DRIVE VEHICLES, OVERTIME COSTS ONLY ARE GIVEN IN
----OVERTIME BREAKDOWN LATER IN MESSAGE.

BILLETING -

----COMMAND POST ROOM, 4 DAYS AT DOLS 34 DOLS 136
----CLASSIFIED MATERIALS ROOM, 4 DAYS
-----AT DOLS 34 DOLS 136
----SERVICE ROOM, 4 DAYS AT DOLS 34 DOLS 136
----SECURITY COSTS FOR SECDEF AND CJCS,
-----ONE DAY AT DOLS 250 (SECDEF) AND
-----DOLS 150 (CJCS) DOLS 400
----THREE ROOMS FOR ADMIN SUPPORT -
-----4 DAYS AT DOLS 42 DOLS 504
----DOD BILLETING COSTS DOLS 1448

----NOTE: EMBASSY SPACE SEVERELY LIMITED AND REQUIREMENTS
----SET FORTH PART VII B. (U) REF MEMORANDUM FOR SPACE
----CANNOT BE MET. ADVANCE TEAM WILL BE PROVIDED SPACE
----IN DEFATT OFFICES. DURING CONFERENCE EMBASSY PROPOSES
----SPACE BE OBTAINED IN HOTEL FOR USE AS OFFICES. MAY
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----BE NECESSARY TO BILLET MORE JUNIOR MEMBERS OF PARTY
----AT ANOTHER HOTEL TO OBTAIN ROOMS FOR OFFICE SPACE AT
----MAIN HOTEL. EMBASSY WILL KEEP DODC ADVISED.

BASIC EQUIPMENT -

----ONE (1) DUPLICATING MACHINE WITH TECHNICIAN
-----FOR 13 DAYS (EST. COST) DOLS 5000
----TWO (2) OVERHEAD PROJECTORS FOR
-----DISPLAYING VUEGRAPHS DOLS 42
----TWO (2) FLASHLIGHTS WITH BOTH RED
-----AND WHITE FILTERS DOLS 10
----ONE (1) HIGH RESOLUTION LENTICULAR
-----SCREEN (9 X 12) DOLS 55
----OFFICE EQUIP. RENTAL (DESKS,
-----TYPEWRITERS, CHAIRS, CONFERENCE
-----TABLES, ETC.) DOLS 650
TOTAL FOR BASIC EQUIPMENT DOLS 5757

----NOTE: EMBASSY NOT REPEAT NOT ABLE PROVIDE ALL OFFICE

-----EQUIPMENT LISTED REF MEMO. AT THIS TIME CANNOT
-----CONFIRM WITH CERTAINTY EXTENT EITHER HOTEL OR
-----CONFERENCE SITE ABLE PROVIDE REQUESTED EQUIPMENT.
-----WILL VERIFY AND INFORM DODC SOONEST.

OVERTIME -

-----LOCAL NATION	DOLS 2700
-----US EMPLOYEES	DOLS 1600
TOTAL OVERTIME COSTS	DOLS 4300

TELECOMMUNICATIONS -

EMBASSY REQUESTING COSTS FROM LOCAL BELL CANADA REP AND

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C O N F I D E N T I A L SECTION 02 OF 02 OTTAWA 03645

WILL CABLE AS SOON AS AVAILABLE. SINCE EMBASSY UNABLE
PROVIDE OFFICE SPACE, ESTIMATES BASED ON TIE LINES BETWEEN
CONFERENCE SITE AND PROPOSED OFFICES IN HOTEL. AT PRESENT
GOC HAS ASSIGNED ONLY THREE REPEAT THREE ROOMS AT SITE.
EMBASSY ATTEMPTING TO OBTAIN ADDITIONAL TWO OFFICES PER
REQUEST PART VII.B. (C) REF MEMORANDUM. WILL KEEP DODC
ADVISED.

4. TOTAL ESTIMATED SUPPORT COSTS FOR NPG MEETING (EXCEPT
FOR TELECOMMUNICATIONS) - DOLS 25,005. ENDERS

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Message Attributes

Automatic Decaptioning: X
Capture Date: 01-Jan-1994 12:00:00 am
Channel Indicators: n/a
Current Classification: UNCLASSIFIED
Concepts: DATA, COST ESTIMATES
Control Number: n/a
Copy: SINGLE
Sent Date: 09-May-1977 12:00:00 am
Decaption Date: 01-Jan-1960 12:00:00 am
Decaption Note:
Disposition Action: RELEASED
Disposition Approved on Date:
Disposition Case Number: n/a
Disposition Comment: 25 YEAR REVIEW
Disposition Date: 22 May 2009
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
Document Number: 1977OTTAWA03645
Document Source: CORE
Document Unique ID: 00
Drafter: n/a
Enclosure: DG ALTERED
Executive Order: GS
Errors: N/A
Expiration:
Film Number: D770163-0290
Format: TEL
From: OTTAWA
Handling Restrictions: n/a
Image Path:
ISecure: 1
Legacy Key: link1977/newtext/t19770579/aaaacpwo.tel
Line Count: 163
Litigation Code IDs:
Litigation Codes:
Litigation History:
Locator: TEXT ON-LINE, ON MICROFILM
Message ID: 88744698-c288-dd11-92da-001cc4696bcc
Office: ACTION EUR
Original Classification: CONFIDENTIAL
Original Handling Restrictions: n/a
Original Previous Classification: n/a
Original Previous Handling Restrictions: n/a
Page Count: 3
Previous Channel Indicators: n/a
Previous Classification: CONFIDENTIAL
Previous Handling Restrictions: n/a
Reference: n/a
Retention: 0
Review Action: RELEASED, APPROVED
Review Content Flags:
Review Date: 22-Dec-2004 12:00:00 am
Review Event:
Review Exemptions: n/a
Review Media Identifier:
Review Release Date: n/a
Review Release Event: n/a
Review Transfer Date:
Review Withdrawn Fields: n/a
SAS ID: 2596304
Secure: OPEN
Status: NATIVE
Subject: NPG MEETING, ADMINISTRATIVE COST ESTIMATES
TAGS: OCON, OVIP, AORG, CA, NPG
To: STATE NATO BRUSSELS
Type: TE
vdkgvwkey: odbc://SAS/SAS.dbo.SAS_Docs/88744698-c288-dd11-92da-001cc4696bcc
Review Markings:
Margaret P. Grafeld
Declassified/Released
US Department of State
EO Systematic Review
22 May 2009
Markings: Margaret P. Grafeld Declassified/Released US Department of State EO Systematic Review 22 May 2009